

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2018-02**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS (Full Time – Temporary)

POSITION: Custodian
OPENING DATE: January 8, 2018
CLOSING DATE: January 16, 2018
DEPARTMENT: Public Works/General Maintenance Program
SALARY RANGE: NE-3; \$17,742 - \$26,624

Position Summary:

Under direct supervision of the General Maintenance Manager, performs essential janitorial, custodial and grounds keeping duties for the Pueblo of Laguna. Maintains confidentiality of all privileged information. Consistently applies Core Values supporting Workforce Excellence.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Sweeps, vacuums, shampoos carpets, mops, scrubs, strips, waxes and buffs floors.
- Dusts and polishes furniture; cleans offices.
- Cleans windows, walls, mirrors, exhaust vents, light fixtures and other fixtures.
- Cleans, sanitizes, and deodorizes restrooms; replaces soap and paper products.
- Unclogs lavatories.
- Empties and cleans waste receptacles and ashtrays; disposes of trash appropriately.
- Cleans exhaust and other vents and light fixtures; replaces light bulbs.
- Assists in moving office furniture.
- Maintains equipment and custodial supplies and replenishes as needed.
- Maintains outside walk areas and parking lots by sweeping debris and washing walkways.
- Cuts weeds, rakes leaves, and removes litter from grounds.
- Maintains safe access to building entrances, steps, walkways, and parking lots.
- Cleans snow and ice from parking lots, walkways, entrances, and steps.
- Trims and prunes trees and bushes.
- Performs minor maintenance and repairs.
- Attends and participates in meetings and planning sessions.
- Opens and secures buildings when required.
- Observes safety rules and maintains a safe environment.
- Follows Standard Operating Procedures.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.
- Performs other duties as required.

Minimum Qualifications:

Six months of experience in custodial work, landscaping, or other maintenance/repair work required. A combination of relevant education and experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Custodian is designated as a Low Risk Public Trust (LRT) position.

Job Announcement No. 2018-02 Custodian (F/T Temp)

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other	

Knowledge, Abilities, and Skills:

- Knowledge of occupational hazards and applicable safety practices.
- Ability to verbally communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to safely use cleaning products and safely operate cleaning equipment.
- Ability to understand and follow oral and written instruction.
- Ability and willingness to learn improved/alternative methods of cleaning and maintaining buildings, grounds, and equipment.
- Ability to work as a team member in a structured working environment.
- Skill in the use of cleaning tools, chemicals, cleaners, and disinfectants.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; walk; use hands and fingers to handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds using appropriate safety measures.

Work Environment:

Work is performed both indoors and outdoors. Exposure to fumes or airborne particles may occur, and the incumbent is occasionally exposed to outside weather conditions. Evening, weekend, and/or holiday work may be required. Travel, though rare, may be required for training, meetings, and other events.

Exposure to flammable, explosive, corrosive, oxidizing, asphyxiating, bio-hazardous, toxic, pathogenic or allergenic products is possible.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES